Field Descriptions

Below are the descriptions of each field within the transmittal report. The fields are listed in alphabetical order. The fields that are contained in more than one record type are identified with **.

Address Change Flag

Use "Y" to update a member's or participant's mailing address or report "N" if you have included address information, but do not want to update the DRS member database.

Address Lines

Three fields are provided for mailing address information.

Begin Date

Use this field to report the date a member begins employment that is eligible for retirement system coverage. The begin date should only be submitted on the first transmittal report. (See the note for LEOFF members below.) To avoid reported data being rejected, the first time you report an employee who is eligible for retirement system membership, ensure a valid begin date, gender code and birth date are on the transmittal report.

Note: For LEOFF employers—This field is also used to indicate the date a LEOFF Plan 1 member begins an authorized disability leave of more than three days. It is also used to indicate the date a LEOFF Plan 1 or Plan 2 member begins leave without pay of more than three days. Status code E for Plan 1 and status code B for Plan 2 must be reported with the begin date (SRL only).

Birth Date

Use this field to provide the member's or participant's birth date.

City

Use this field to report the name of the city within the mailing address for the member or participant.

Compensation

In general, the salaries or wages earned by a member for personal services during a calendar month, payroll period, or fiscal year are reported as compensation. Each retirement system and plan has different requirements for reporting compensation.

Control Number

Use this field to indicate how you want DRS to sequence members' annual statements (these statements are mailed to employers for distribution to members). The Reporting Group, Control Number and the last name of a member are the three qualifiers used by DRS for sequencing the statements. The organizational display number can be used in conjunction with the control number for display purposes only. (See section on "Sequencing Information" for further information.)

Days

For TRS Plan 1 members, service is reported in days. Use this field to report the days the TRS Plan 1 member worked during the earning period being reported. Days must be reported to the nearest tenth.

Defined Benefit Member Contributions

Member contributions for members of systems and plans other than Plan 3 must be reported in this field. (Plan 3 member contributions are reported as part of the defined contribution record.)

> Contributions must be the product of the following calculation: contributions = (compensation) x (member contribution rate), calculated to four decimal points (200.149) and rounded to two decimal points (200.02).

Refer to Chapter 6 for rate tables showing which rates apply to each earning period.

Defined Contributions/Deferrals

Use this field to report member contributions for Plan 3 members and deferrals for DCP participants. Once a member chooses Plan 3 all member contributions should be reported in Plan 3—including any contributions on earnings as a Plan 2 member.

> Contributions must be the product of the following calculation: contributions = (compensation) x (member contribution rate), calculated to four decimal points (200.149) and rounded to two decimal points (200.02).

Refer to Chapter 6 for rate tables showing which rates apply to each earning period.

- **When to begin reporting defined contributions**

Plan 3 members can take up to 90 days to select their rate option. Because of this, member contributions may not be reported on the first monthly transmittal report. Member contributions must be deducted in the payroll cycle the 90th day falls in or when the member selects a rate option, whichever occurs first.

Note: Employers must pay employer contributions into the defined benefit portion of Plan 3 from the first day of the employee's employment in an eligible position.

Plan 2 members who choose Plan 3 must select their rate option at the same time they choose Plan 3. This is true even if the member is on a leave of absence. The rate option and the investment program selected by the member must be reported on the same transmittal report as the transfer/choice date. This requirement allows the member's Plan 2 contributions to be forwarded to the investment program they selected.

- **What rate to use when computing defined contributions**

  All defined contributions for members in Plan 3 must be calculated on the rate in effect at the time the compensation is paid. If you need to adjust contributions previously paid, base your corrections on the contribution rate in effect when the original compensation was paid.

- **When to begin reporting deferrals**

  DRS will notify an employer when to begin (pay date) deferring for each employee who chooses to become a DCP participant. When a participant changes his or her deferral amount, DRS will provide the effective (first pay date) date to an employer.

Disability/Leave End Date

Use this field to report the disability/leave end date. Disability leave and other types of leave for LEOFF members must be reported if the period of leave exceeds three days.

Disability/Leave/Start Date

Use this field to report the disability/leave start date. Disability leave and other types leave for LEOFF members must be reported if the period of leave exceeds three days.

Earning Period

The earning period is the year and month in which the compensation was earned. Only one earning period can be reported per transaction. Create transactions for each earning period that needs to be reported.

Eligibility End/Termination Date

Use this field to report the termination date for members and participants on the last transmittal report you expect to use for a member or participant.

- Retirement Systems

  Use this field to report the date a member ends employment that is eligible for retirement system coverage. This date may be equal to the employment termination date or an earlier date if the employee is originally hired into an eligible position and later moves into an ineligible position. This date should be on the last transmittal report you expect to use for a member.

- Deferred Compensation Program

  Use this field to report the date a participant terminates employment. This includes participants who have previously suspended their deferrals.

Eligibility Start Date

- Retirement Systems

  Use this field to report the date a member begins employment that is eligible for retirement system coverage. This date may be equal to the employment start date, or a later date if the employee is originally hired into an ineligible position and later is hired into an eligible position. This date must be on the transmittal report for each member you are reporting for the first time. If you report a member without an eligibility start date, all of the information on the transmittal report will be rejected.

- Deferred Compensation Program

  Use this field to report the first payday that an employee has a DCP deduction (deferral) taken from his or her compensation.

Employer Contributions

Employer contributions are due on all compensation reported for each earning period.

> Contributions must be the product of the following calculation: contributions = (compensation) x (employer contribution rate), computed to four decimal points (200.0149)and rounded to two decimal points (200.02).

Refer to Chapter 6 for rate tables showing which rates apply to each earning period.

End Date

Use this field to report the date a member ends employment that is eligible for retirement system coverage. The end date should only be submitted on the last transmittal report. (See the note for LEOFF members below.) When separating a member from the transmittal report, report the end date and status code S. The year and month of the earning period on the report transaction must match the year and month of the end date.

Note: For LEOFF employers—This field is also used to indicate the end date of an authorized disability leave of more than three days for LEOFF Plan 1 members. It is used to indicate the end date for leave without pay of more than three days for LEOFF Plan 1 or Plan 2 members. Status code E for Plan 1 and status code B for Plan 2 must be reported with the end date.

Expected Monthly Reports

- Employers who are not using the multiple reporting option should always enter 01 in the Expected Monthly Reports field.

- Employers using the multiple reporting option must use the Report Version Number and Expected Monthly Reports fields to identify which report this is in the month's sequence of reports.

  Example: 01 of 02 (first report of two expected reports for the month). Refer to report version number definition.

- Employers submitting a correction report should always enter 01 in the Expected Monthly Reports field.

Note: Employers who participate in DCP and have more than one pay date in a month must submit a DCP report for each payday. (DRS does not want employers who have a bi-weekly payroll system to send more than two reports in a month.)

Gender Code

Use this field to provide the member's gender. Valid values: F or M

Hours

For all retirement systems and plans except TRS Plan 1, service is reported in hours. Use this field to report the hours the member worked during the earning period being reported. Hours must be reported to the nearest tenth.

Hours or Days

Report the number of hours or days for which a member receives compensation. Hours or days must be reported to the nearest tenth.

Note: All systems except TRS Plan 1 report hours. Days should be reported for TRS Plan 1 members.

Investment Program

Fill this field with the code "WSIB" to direct member contributions to the Washington State Investment Board.

Fill this field with the code "SELF" to direct member contributions to the Self-Directed Investment Program.

Note: If a non-transferring Plan 3 member fails to select an investment program within 90 days of eligibility, your system must report "WSIB."

Member Contributions

Member contributions are due on all compensation reported for each earning period.
Contributions must be the product of the following calculation:

> contributions = (compensation) x (member contribution rate), calculated to four decimal points (200.0149) and rounded to two decimal points (200.02).

Refer to Chapter 6 for rate tables showing which rates apply to each earning period.

Member/Participant Name Change Flag

Use "Y" to update the member's or participant's name or report "N" if you have included name information, but do not want to update the DRS member database.

Member/Participant Name Extension

Use this field to provide the legal extension of the member's or participant's name, such as III, Sr. or Jr. Do not report extensions earned through education; i.e., Dr., DDM.

Member/Participant Name—Last/First/Middle

The name identifies the employee being reported. Three fields (Last Name, First Name, Middle Name) can be used to report the name. The middle name is not required.

Member/Participant Name Suffix

Use this field to report any additional initials or abbreviation indicating degrees earned through the educational process, such as "Ph.D."

Member/Participant Name Title

Use this field to report a formal name or abbreviation used in front of the full name, such as "Dr." or "Rev."

Organization Display

Use this field in conjunction with the Control Number field for purposes of managing the distribution of annual statements. DRS displays the information in this field on the bottom of the member's annual statement.

Plan Choice

Fill this field with the 2-character code that describes the member's choice.

- 2C—New PERS Plan 2 member chooses Plan 2
- 3C—New PERS Plan 2 member chooses Plan 3
- 3D—New PERS Plan 2 member is defaulted into Plan 3
- 3X—Plan 2 member transfers into Plan 3

Plan Choice/Transfer Date

Fill this field with the date the member chooses, either Plan 2 or Plan 3, per the Member Information Form (section 2) completed by the member, or the 90^{th} day for members who are defaulted into Plan 3.

Plan Code**

Use this field to provide the plan number of the system in which the member, participant or retiree works. Valid values: 0, 1, 2, or 3.

Rate Option

There are currently six rate options: A, B, C, D, E or F. Fill this field with the applicable value, to indicate the rate option the Plan 3 member has selected.
Note: If a non-transferring member fails to select a rate option within 90 days of eligibility, your system must report A.

- **Option B and C—coordinating rate changes with birth dates**
  For members choosing options B and C, rates must increase following the 35^{th} and 45^{th} birthdays. If a rate change is necessary following a member birthday, you will begin using the new rate on the first of the following month.
  Example: if a member who has chosen option B turns 35 on January 15, you will deduct 6 percent contributions for all reportable compensation beginning on February 1.

Record Sequence Number

The record sequence number identifies the order of transaction entries on the transmittal report. Sequence numbers must be listed in ascending order. Sequence numbers within one retirement plan cannot be duplicated.

Record Type Identifier

Each record has a unique record type identifier. If you are using a spreadsheet to create the transmittal report or the file contains rows that are not filled with transmittal report data (such as column headings), mark

them with "L" so the DRS system will not read them as data. See Figures 8-21, 8-22 and 8-23 on pages 8—46, 8—47 and 8—48.
B—to identify the Defined Benefit Record.
C—to identify the Defined Contribution Record.
E—to identify the Employment Information Record.
L—to identify rows with column headings or rows you do not want DRS to process.
M—to identify the Member Profile Record.
S—to identify the Summary Record.
T—to identify the Plan 3 Choice Record.

Report Type**

This field is used to indicate whether the report is a regular transmittal report or a correction report. Valid values: R, C.
R—Regular transmittal report
C—Correction report (Does not apply to DCP.)
You may always include correcting transactions within your regular transmittal reports. In addition, DRS will accept separate correction reports. This allows you to submit correcting transactions any time during a month. Use the Report Type field to identify the type of report you are submitting.

Report Version Number**

DRS can arrange for employers who report electronically to submit multiple regular transmittal reports for each calendar month. The Report Version Number and Expected Monthly Reports fields identify the expected number of regular transmittal reports for a specific month.

Note: To use the multiple reporting option you must make prior arrangement with DRS. For additional information, contact the ESS at (360) 664-7200 or 1-800-547-6657.

- Employers who are not using the multiple reporting option should always enter 01 in the Report Version Number field

- Employers using the multiple reporting option must use the Report Version Number to identify which transmittal report this is in the month's sequence of reports.

  .

  Example: 01 of 02 (first report of two expected reports for the month). Refer to Expected Monthly Reports definition.

- Employers submitting a correction report should always enter 01 in the Report Version Number field. (Correction reports are given version numbers by the DRS system.)

Note: Employers who participate in DCP and have more than one pay date in a month must submit a DCP report for each payday. (DRS does not want employers who have a bi-weekly payroll system to send more than two reports in a month.)

Reporting Group Number**

This is a DRS-assigned number and is system specific. An employer who participates in multiple systems has a specific department number for each system.

- Fixed length ASCII format—The field length must be 6 characters. If the reporting group number is less than 6 characters long, add blank spaces at the end. Example: 9076 ~~bb~~.

Reporting Period**

The reporting period identifies the year and month of the transmittal report. The same reporting period should be used for all entries within the report.

Social Security Number (SSN) **

The member's Social Security number must be 9 digits in length. The Social Security number entered on the transmittal report must match the number on the employee's Social Security card.

State

Use this field to report the state abbreviation within the mailing address.

Status Code

Status codes identify the status of the compensation, contributions, and hours or days being reported for a member. Only one status code can be reported per transaction. If more than one status code needs to be reported for a member, use additional transactions for each status code.

System Code**

The system code identifies the system being reported.

Taxed/Non-taxed Status

Fill this field with a "T" to indicate that member contributions are taxed. Leave the field blank if the member contributions are deferred from federal income tax.

Total Compensation

Enter the grand total (sum of the transactions within either the benefit record or defined benefit record) of member compensation for all plans reported on the transmittal report.

Total Days

Enter the grand total of days for TRS Plan 1 members reported within the Defined Benefit Record.

Total Employer Contributions

Enter the grand total (sum of the transactions within either the benefit record and/or the defined benefit record) of employer contributions for all plans reported on the transmittal report.

Total Hours

Enter the grand total of hours for all plans (except TRS Plan 1) reported within either the Defined Benefit Record.

Total Hours/Days

Enter the grand total of hours/days for all plans within the Benefit Record. For TRS employers, Plan 1 members are reported with days, Plan 2 and Plan 3 members are reported with hours. If both plans are included on a transmittal report:

1. Total the days for the Plan 1 members and separately total the hours for Plan 2 and Plan 3 members.

2. Take the Plan 1 days total, and add that figure to the Plan 2 and Plan 3 hours total. Do *not* convert days to hours or hours to days.

Note: This total is used in a balancing process to verify data transmitted in the reporting process; this total does not affect service posted to members' accounts.

Total Member Contributions/Deferrals

Enter the grand total of member contributions for all plans included in the detailed transactions on the transmittal report. Include member contributions from both the Defined Benefit Record and the Defined Contribution Record if you use the MRL. The sum of all DCP participant deferrals should be entered in this field. If you are using the SRL, the sum of all detailed transactions in the Benefit Record should be reflected in this field.

Total Records Reported

Enter the total number of detailed transactions on the transmittal report.

Transfer Date

Fill this field with the date the member is transferring from Plan 2 to Plan 3, based on the Enrollment/Transfer form completed by the member.

Type Code**

The Type Code identifies the type of employer, and in some cases, the type of work performed by the member.

Zip Code

Use this field to report the zip code within the mailing address for the member or participant.

Zip Extension

Use this field to report the zip code extension within the mailing address for the member or participant.

Edit Requirements by Field

General Information

In May 1995, the Department of Retirement Systems (DRS) implemented the Employer Information System (EIS). One result was the Single Record Layout (SRL); see page 8—39. In July 1996, the Multiple Record Layout (MRL) was created in order to process Plan 3 information (see page 8—30). MRL is required to report DCP participants as of July, 2000. The information below is provided to assist you if you choose to edit your report prior to sending it to DRS. Field definitions and other relevant information can be found in Chapter 8.

DRS Transmittal Report System Edits by Field

The information is organized by the field names on the transmittal report. The MRL and SRL are different; some fields apply only to one of the layouts. DRS hopes this information will help you incorporate enhancements in your transmittal reporting.

Address Change Flag

- Valid values : Y or N

Address Lines

- The first line must contain information
- The second and third lines are optional

Begin Date/Eligibility Start Date

- Valid values for year: 00-99
- Valid values for month: 01-12
- Valid values for day: 01-31, 01-30, 01-29, or 01-28 (depending on the month and year)
- Data must appear in this field the first time a SOCIAL SECURITY NUMBER is reported.
- BEGIN DATE YEAR and BEGIN DATE MONTH must match the EARNING PERIOD YEAR and EARNING PERIOD MONTH (SRL only).
- A BEGIN DATE is valid only if STATUS CODE is A, B, E, G, or L (SRL only).
- Data may appear in this field after the first time a SOCIAL SECURITY NUMBER is reported if SYSTEM is L and STATUS is B or E (SRL only).

Birth Date

- BIRTH DATE must appear on the first transmittal report you
- submit for an employee.
- Valid values for day: 01-31, 01-30, 01-29, or 01-28 (depending on the month and year)

Note: If the BIRTH DATE indicates the member is younger than 16 or older than 100 years, DRS accepts the data but issues a warning message asking if the date is correct.

City

- This field must contain a valid city whenever the member profile record is submitted.

Compensation (Does not apply to DCP Reporting)

- If COMPENSATION is reported, CONTRIBUTIONS must also be reported, with the following exceptions:

—status code L must be reported with zero contributions.
—For PERS Plan 2 elected officials with type codes 10-16 and 24-25 or SERS Plans 2 and 3 elected officials with Type Code 31; status code A may be reported with zero contributions if no service credit was earned that month.
—Member Contributions are not reportable for Plan 3 members unless the member has chosen a rate option (MRL only).

Note: DRS checks its member account records to ensure the COMPENSATION reported for a member on any transmittal report will not result in a net negative balance on the member account for that particular earning period. Transactions creating a new negative balance are rejected if the earning period is three months prior to the current earning period.

If COMPENSATION is over $10,000.00, DRS accepts the data and issues a warning message asking if the amount is correct.

Control Number (Does not apply to DCP Reporting)

- No edits

Days (Does not apply to DCP Reporting)

- DAYS are reported to the nearest tenth (24.0) for TRS Plan 1 only

- If DAYS are greater than 24 (or less than –24), DRS accepts the data and issues a warning message asking if the amount is correct.

- **Note:** DRS checks its member account records to ensure the DAYS reported for a member on any transmittal report will not result in a net negative balance on the member account for that particular earning period. Transactions creating a net negative balance are rejected.

Defined Benefit Member Contribution (Does not apply to DCP Reporting)

- Member contributions for non-Plan 3 members only.

  Contributions must be the product of the following calculation:

  contributions = (compensation) x (member contribution rate), calculated to four decimal points (200.0149) and rounded to two decimal points (200.02).

Refer to Chapter 6 for rate tables showing which rates apply to each earning period. If no contributions are to be reported, enter zeroes in this field.

Defined Contributions/Deferrals

- Plan 3 member contribution or DCP participant deferrals only.
- Must be numeric.

Disability/Leave End Date (Does not apply to DCP Reporting)

- Valid values for year: 00-99
- Valid values for month: 01-12
- Valid values for day: 01-31, 01-30, 01-29, or 01-28 (depending on the month and year)

Disability/Leave Start Date (Does not apply to DCP Reporting)

- Valid values for year: 00-99
- Valid values for month: 01-12
- Valid values for day: 01-31, 01-30, 01-29, or 01-28 (depending on the month and year)

Earning Period (Does not apply to DCP Reporting)

- A valid earning period must be present for the transaction to be processed.
- Valid values for year: 00-99
- Valid values for month: 01-12
- Earning period year must not be greater than current reporting period year (or current reporting period year +1 if the reporting month is 12).
- For system code E,
  Plan 2, the earning period must be greater than September 1977 (> 197709);
  —Plan 3, the earning period must be great than August 2000 (> 200008) unless the Plan 3 member transferred from Plan 2;
- For system code L,
  —Plan 1, the earning period must be greater than February 1970 (> 197002);
  —Plan 2, the earning period must be greater than September 1977 (> 197709);
- For system code J,
  —the earning period must be greater than July 1971(>197107).
- For system code P,
  —Plan 1, the earning period must be greater than September 1947 (> 194709);
  —Plan 2, the earning period must be greater than September 1977 (> 197709);
  —Plan 3, the earning period must be greater than February 2002 (>200202), (Phase 1 employer); or August 2002 (>200208), (Phase 2 employer) unless the Plan 3 member transferred from Plan 2.
- For system code S,
  —the earning period must be greater than July 1947 (> 194707).
- For system code T,
  —Plan 1, the earning period must be greater than June 1947 (> 194706), unless the Plan 3 member transferred from Plan 2.
  —Plan 2, the earning period must be greater than September 1977 (>197709);
  —Plan 3, the earning period must be greater than June 1996 (> 199606), unless the Plan 3 member transferred from Plan 2.

Note: Corrections will be accepted from October 1977 forward for PERS, TRS and SERS Plan 2 members who transferred to Plan 3.

- The earning period must be equal to or greater than the begin date for this Social Security number.
- The earning period must not be greater than the end date for this Social Security number (unless a new period of employment is beginning and a new begin date is reported).

Note: Some STATUS CODES are valid only for a certain range of EARNING PERIODS.

DRS checks to see that the EARNING PERIOD is greater than or equal to the member's entry year and month into the system as recorded on DRS's member database.

Employer Contributions (Does not apply to DCP Reporting)

- Employer contributions must be the product of this calculation:

  contributions = (compensation) x (employer contribution rate), computed to four decimal points (200.0149) and rounded to two decimal points (200.02).

Note: The contribution rate must be correct for the SYSTEM, PLAN, and EARNING PERIOD.

End Date/Eligibility End Date

- Valid values for year: 00-99
- Valid values for month: 01-12
- Valid values for day: 01-31, 01-30, 01-29, or 01-28 (depending on the month and year)
- The END DATE must be greater than or equal to the BEGIN DATE for this employee with this employer.
- END DATE YEAR and END DATE MONTH must match the EARNING PERIOD YEAR and EARNING PERIOD MONTH (SRL only).
- If STATUS is S, an END DATE is required (SRL only).
- If SYSTEM is P, T, S, or J, END DATES are valid only if STATUS code is S (SRL only).
- If SYSTEM is L, END DATES are valid only if STATUS code is B, E, or S (SRL only).

Expected Monthly Reports

- Employers using the multiple reporting option must use the Report Version Number and Expected Monthly Reports fields to identify this regular transmittal report in the month's sequence of reports. (DRS does not want employers who have a bi-weekly payroll system to send more than two reports in a month.)

- Employers who are not using the multiple reporting option should always enter 01 in the Expected Monthly Reports field.
- Employers submitting a correction report should always enter 01 in the Expected Monthly Reports field.

Gender Code

- Valid values: F, M
- F—Female
- M—Male
- GENDER CODE must be reported the first time you report an employee.

Hours (Does not apply to DCP Reporting)

- Hours are reported for all systems except TRS Plan 1.
- If hours are greater than 300 (or less than –300), DRS
- accepts the data and issues a warning message asking if the amount is correct.

Note: DRS checks its member account records to ensure the HOURS reported for a member on any transmittal report will not result in a net negative balance on the member account for that particular earning period. Transactions creating a net negative balance are rejected.

Hours or Days (Does not apply to DCP Reporting)

- HOURS or DAYS must be reported to the nearest tenth of an hour or day (for example, 133.3 hours, 160.0 hours or 20.5 days). If you do not keep track of service to the nearest tenth, include a decimal point and zero following the whole number when you report.

- If HOURS are greater than 300 (or less than –300), or if DAYS are greater than 24 (or less than –24), DRS accepts the data and issues a warning message asking if the amount is correct.

Note: DRS checks its member account records to ensure the HOURS or DAYS reported for a member on any transmittal report will not result in a net negative balance on the member account for that particular earning period. Transactions creating a net negative balance are rejected.

Investment Program (Does not apply to DCP Reporting)

- Valid values: WSIB or SELF

Member Contributions (Does not apply to DCP Reporting)

- MEMBER CONTRIBUTIONS must be the product of the following calculation:

  —contributions = (compensation) x (member contribution rate), calculated to four decimal points (200.0149) and rounded to two decimal points (200.02).

Note: The contribution rate must be correct for the SYSTEM, PLAN, and EARNING PERIOD. (Does not apply to Plan 3. The member rate in Plan 3 is not connected to a specific earning period.)

Member/Participant Name Change Flag

- Valid values: Y or N

Member/Participant Name Change Ext.

- No edits

Member/Participant Name—Last, First, Middle

- A valid NAME must be present for the transaction to be processed.
- Format: last name/comma/blank/first name/blank/middle name or initial (DOE, JOHN H). (SRL only.)
- Reported data must not be all numbers
- Middle name is optional

Note: DRS checks that the EMPLOYEE NAME matches DRS's member database for the reported SOCIAL SECURITY NUMBER.

Member/Participant Name Suffix

- No edits.

Member/Participant Name Title

- No edits

Organization Display (Does not apply to DCP Reporting)

- No edits

Plan Choice

- Valid values: 2C, 3C, 3D or 3X
  2C—New PERS Plan 2 member chooses Plan 2
  3C—New PERS Plan 2 member chooses Plan 3

3D—New PERS Plan 2 member is defaulted into Plan 3
3X—Plan 2 member transfers into Plan 3

Plan Choice/Transfer Date

- Valid values for year: 00-99
- Valid values for month: 01-12
- Valid values for day: 01-31
  Data must appear in this field the first time a Plan 2 member is reported in Plan 3 and/or when a Plan 2 member has chosen Plan 2.
- Transfer Dates:
  —Phase 1 PERS employers—March 1, 2002—August 31, 2002, and January 1-31 of every year beyond 2002.
  —Phase 2 PERS employers—September 1, 2002—May 31, 2003, and January 1-31 of every year beyond 2003.
- For SERS: September 1, 2000,—February 28, 2001, and January 1-31 of every year beyond 2001.
- For TRS: July 1, 1996,—December 1997, and January 1-31 of every year beyond 1997.
- Plan Choice Date:
  —Must be selected within 90 days of a member's eligibility start date. (PERS Plan 2 or Plan 3)

Plan Code

- A valid plan code must be present for the transaction to be processed.
- Valid values: 0, 1, 2 or 3
  0—Retirees
  1—Plan 1
  2—Plan 2
  3—Plan 3
- PLAN 3 is valid only for SYSTEM codes E and T.
- PLAN 2 is valid only for SYSTEM codes E, L, P, and T.
- PLAN 1 is valid for all SYSTEM codes except E.

Note: DRS checks the PLAN code against the plan shown for the employee's Social Security number on DRS's member database.

Rate Option (Does not apply to DCP Reporting)

- Valid values: A, B, C, D, E and F

Record Sequence Number (Does not apply to DCP Reporting)

- A valid RECORD SEQUENCE NUMBER must be present for the transaction to be processed.

- Records must be listed in ascending RECORD SEQUENCE NUMBER order.
- For any monthly transmittal report, there must be a unique RECORD SEQUENCE NUMBER for each transaction within a PLAN.

Record Type Identifier

- Valid values: B, C, E, M ,S, T and L

Report Type

- Valid values: R or C

Report Version Number

- Valid values: 01—03 (03 is not valid for DCP reporting).
- Employers using the multiple reporting option must use the Report Version Number to identify this report in the month's sequence of reports.
- Employers who are not using the multiple reporting option should always enter 01 in the REPORT VERSION NUMBER field.
-
- Employers submitting a correction report should always enter 01 in the REPORT VERSION NUMBER field. (Correction reports are given version numbers by the DRS system.)

Reporting Group Number

- A valid REPORTING GROUP NUMBER must be present for the transaction to be processed.
- The REPORTING GROUP must be valid for the SYSTEM reported for this transaction.
- The following ranges of numbers are valid for each system:

JRS	0001-0003	TRS	000001-999999
PERS	0101-9999	WSPRS	S056-S057
LEOFF	A001-H999	SERS	90011-99991

Note: DRS validates the REPORTING GROUP NUMBER against DRS's database of valid reporting group numbers. DCP/JRA numbers are not reflected within consistent ranges.

Reporting Period

- Valid values for year: 00-99
- Valid values for month: 01-12
- A valid REPORTING PERIOD must be present for the transaction to be processed.
- REPORTING PERIOD YEAR must not be greater than current year.

- REPORTING PERIOD MONTH must not be greater than current month.
- REPORTING PERIOD must be one month greater than the last reported REPORTING PERIOD for this REPORTING GROUP.
- All transactions on a particular transmittal report must have the same REPORTING PERIOD regardless of EARNING PERIOD(S) reported.

Social Security Number

- A valid Social Security number must be present for the transaction to be processed.
- If a Social Security number has not appeared on the transmittal report before, the transaction must have a begin date/eligibility start date.
- A Social Security number should not appear for any earning period before the reported begin date/eligibility start date.
- Once a Social Security number has been reported, that same Social Security number must be reported each earning period until an eligibility end or employment termination date is reported.
- A Social Security number should not appear for any earning period after the reported end date, unless you report a new begin date.

Note: DRS verifies the SOCIAL SECURITY NUMBER matches the name and SOCIAL SECURITY NUMBER in the DRS's member database.

State

- Valid values are each state's letter abbreviations used for mailing.

Status Code

- A valid status code must be present for the transaction to be processed.
- The following status codes are valid for any earning period:
  — A, B, E, F, G, M, N, P, R, S, T, U, V, W, X, Y.
- The following STATUS codes are valid only for restricted EARNING PERIODS:
  —C code is valid only for EARNING PERIODS from September 1983 through August 1990 (198309-199008).
  —D code is valid only for EARNING PERIODS prior to September 1989 (<198909).
  —H code is valid only for EARNING PERIODS prior to September 1990 (< 199009).
  —L code is valid only for EARNING PERIODS from January 1987 through August 1991 (198701-199108).

—Q code is valid only for EARNING PERIODS prior to January 1993 (<199301).
—The STATUS code must be valid for the SYSTEM, PLAN, and TYPE codes reported.

A Status code A is valid for any SYSTEM, PLAN, EARNING PERIOD, or TYPE code.

B For status code B the following edits apply:
—If status is B, compensation, employee contributions, and hours/days must be zero.

C For status code C the following edits apply:
—C code is valid only for school district employees (DRS verifies against REPORTING GROUP).
—C code is valid only for SYSTEM P or E.
—C code is valid only for EARNING PERIODS from September 1983 through August 1990 (198309-199008).
—C code is valid only for TYPE codes 18 and 21.

D For status code D the following edits apply:
—D code is valid only for higher education employees (DRS verifies against REPORTING GROUP).
—D code is valid only for SYSTEM P.
—D code is valid only for EARNING PERIODS prior to September 1989 (<198909).
—D code is valid only for TYPE codes 19 and 20.
—If STATUS is D, COMPENSATION, EMPLOYEE CONTRIBUTIONS, and HOURS/DAYS must be zero.

E For status code E the following edits apply:
—E code is valid only if SYSTEM is L, and PLAN is 1.
—If STATUS is E, COMPENSATION, EMPLOYEE CONTRIBUTIONS, and HOURS/DAYS must be zero.

F For status code F the following edits apply:
—F code is valid only if SYSTEM is T.

G For status code G the following edits apply:
—G code is valid only if SYSTEM is T and PLAN is 1.

H For status code H the following edits apply:
—H code is valid only if SYSTEM is T.
—H code is valid only for EARNING PERIODS prior to September 1990 (< 199009).

L For status code L the following edits apply:
—L code is valid only if SYSTEM is T, L and PLAN is 2 or SYSTEM is P and PLAN is 1 or 2.
—If STATUS is L, EMPLOYEE CONTRIBUTIONS must be zero.
—L code is valid only for EARNING PERIODS from January 1987 through August 1991 (198701-199108).

M For status code M the following edits apply:
—M code is valid only if SYSTEM is P, T, L or S.
—If STATUS is M, HOURS/DAYS must be zero.

N For status code N the following edits apply:
—N code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1, or SYSTEM is S.
—N code is valid only for TYPE codes 01-25, 51, 71-75, 78 and 97-99.

P For status code P the following edits apply:
—P code is valid only if SYSTEM is P and PLAN is 1.
—P code is valid only for TYPE codes 02-08, 10-16 and 98-99.

Q For status code Q the following edits apply:
—Q code is valid only if SYSTEM is P, PLAN is 2, and TYPE is 10-16.
—Q code is valid only for EARNING PERIODS prior to January 1993 (<199301).
—If STATUS is Q, COMPENSATION may be reported without CONTRIBUTIONS.

R For status code R the following edits apply:
—R code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
—R code is valid only for TYPE codes 01-25, 71-75, 78 and 97-99.

S For status code S the following edits apply:
—When STATUS is S, there must be data in the END DATE field.
—When STATUS is S, the END DATE YEAR and MONTH must match the EARNING PERIOD YEAR and MONTH.

T For status code T the following edits apply:
—T code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1,or SYSTEM is S.
—T code is valid only for TYPE codes 01-25, 51, 71-75, and 78.

U For status code U the following edits apply:
—U code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1, or SYSTEM is S.
—U code is valid only for TYPE codes 01-25, 51, 71-75, and 78.

V For status code V the following edits apply:
—V code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
—V code is valid only for TYPE codes 01-25, 71-75, and 78.

W For status code W the following edits apply:
—W code is valid only if SYSTEM is P and PLAN is 1.
—W code is valid only for TYPE codes 02-08 and 10-16.

X For status code X the following edits apply:
—X code is valid only if SYSTEM is P and PLAN is 1.
—X code is valid only for TYPE codes 02-08 and 10-16.

Y For status code Y the following edits apply:
—Y code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
Y code is valid only for TYPE codes 01-25, 71-75, and 78.

System Code

- A valid system code must be present for the transaction to be processed.
- Valid Values: D, E, J, L, P, R, S, T
  D—Deferred Compensation Program (DCP)
  E—School Employees' Retirement System (SERS)
  J—Judicial Retirement System (JRS)
  L—Law Enforcement (LEOFF)
  P—Public Employees' Retirement System (PERS)
  R—Judicial Retirement Account (JRA)
  S—Washington State Patrol Retirement System (WSPRS)
  T—Teachers' Retirement System (TRS)

Note: DRS checks that the SYSTEM code matches our record of the system for the REPORTING GROUP.

Tax/Non-tax (Does not apply to DCP Reporting)

- Valid values: T or blank

Total Compensation (Does not apply to DCP Reporting)

- Should equal the sum of all transactions for which compensation is reported

Total Days (Does not apply to DCP Reporting)

- Should equal the sum of all days for which compensation is reported

Total Employer Contributions (Does not apply to DCP Reporting)

- Should equal the sum of all employer contributions for which compensation is reported

Total Hours (Does not apply to DCP Reporting)

- Should equal the sum of all hours for which compensation is reported

Total Hours/Days (Does not apply to DCP Reporting)

- Should equal the sum of all hours/days for which compensation is reported

Total Member Contributions/Deferrals

- Should equal the sum of all member contributions for which compensation is reported or the sum of all participant deferrals

Total Records Reported

- Should equal the sum of all records reported that include compensation

Type Code (Does not apply to DCP Reporting)

- A valid TYPE CODE must be present for the applicable transaction to be processed.
- The TYPE CODE must be valid for the SYSTEM and for the employee type.
- TYPE CODES valid for each SYSTEM:
  —E (SERS): valid codes are 30-34
  —P (PERS): valid codes are 01-21, 24-25
  —T (TRS): valid codes are 71-75, 78
  —(LEOFF): valid codes are 40-49
  —J (Judicial): valid code is 52
  —S (WSPRS): valid code is 51
  —D (DCP): none are required
  —R (JRA): none are required

Note: DRS validates the TYPE CODE against the reported SYSTEM and the system's record of the Employer Type.

Zip Code

- Must be numeric

Zip Extension

- Must be numeric